

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAnnouncements.aspx>

Announcement No. **30-14**

Date: 9 Apr 14

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、資格条件を確認の上、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（chro_jn_empl@usmc.mil）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #: 038	Position title: Engineering Technician (General), #310, BWT-1, Grade-5	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: FE Division, Facilities Maintenance Br., Operation Sec., Planning & Estimating Unit.		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 17 Apr 14
Summary of duties: Meets with Facilities Maintenance customers and others as needed to understand their requirement and develop a scope of work and government estimate. Works independently with short deadlines and is given significant latitude to use own knowledge of design and regulatory standards to resolve and analyze technical problems related to the repair and replacement of roofs and roofing systems, asphalt paving, asbestos removal, lead paint removal, and other structural repairs on projects that range from routine to complex. Provide a wide variety of construction management services including field investigations and inspections, cost estimating, planning, reporting and scheduling in support of assuring compliance with the structural requirements, objectives and contract provisions for assigned construction projects and maintenance operations performed by government and/or contract forces. Participate in pre-bid and pre-construction conferences and pre-final and final inspections. Perform technical evaluation of contractors' submittals for compliance with the agency's objectives, applicable codes, regulations and the contract provisions. Review and/or prepare proposals for change orders. Serve as contracting Officer's Technical Representative (COTR) for Description of Work (DOW) contracts as assigned. Perform pre-award and post-award support functions as the COTR for assigned Indefinite Delivery Indefinite Quantity (IDIQ) and Blanket Purchase Agreement (BPA) contracts.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have a proficient command of the English and Japanese language.2. Must be able to read, understand engineering symbols, and interpret blueprints.3. Must be able to plan and prepare detailed cost estimates.4. Must have a working knowledge of line item contract vehicles such as Blanket Purchase Agreements (BPA) and Indefinite Delivery Indefinite Quantity (IDIQ).5. Must have general knowledge of RSMeans Estimating Tools or other line item cost estimating practices.6. Must have general knowledge of structural maintenance and various building construction trade.		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/22. Questionnaire3. Copies of certificates/licenses		必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/22. 質問表3. 免許証・終了証のコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。